

**ROUTING AND TRANSMITTAL SLIP**

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TO: (Name, office symbol, room number, building, Agency/Post)

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REMARKS

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

Central Intelligence Agency

DD/A Registry  
85-1765 / 1

Washington, D.C. 20505

31 May 1985

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Dear 

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You recently requested information from us about career opportunities in the Central Intelligence Agency. We believe that the information provided below will answer most of your questions, and we assure you that, should you apply to the Agency for employment, we will give your application prompt, personal attention.

The Agency's professional needs span such a broad spectrum that I cannot recommend any one academic track over another. Which field of study is best for you depends on your own professional interests and innate talents.

If you are naturally outgoing and people-oriented, quick-witted and resourceful, instinctively assertive and venturesome, have a lively interest in foreign cultures and international relations, and are prepared to spend the greater part of your career residing abroad, you may wish to become an overseas intelligence officer in our Operations Directorate (we have four directorates).

If you enjoy intense intellectual combat, are blessed with a quick, retentive memory for facts, names, and figures, can claim excellent writing and verbal skills, and take pleasure from studying contemporary history and foreign political, military, or economic affairs, you might find fulfillment in a career as an intelligence analyst in our Intelligence Directorate. There, the daily fare is fast-paced, high-pressured conflict of analytical views by seasoned professionals who, poring over a wealth of information from the vast resources of our nation's intelligence community, produce a steady stream of daily reports, mostly on short, mind-wrenching deadlines for top-level policy makers, chief of whom is the President himself.

If you have a strong scientific or technical bent, you may wish to pursue your career in our Science and Technology Directorate, which is concerned mainly with developing and operating strategic technical collection systems whose capabilities challenge the state of the art and whose output is vital to the nation's security.

Our Administration Directorate employs communications, security, training, and computer specialists, logisticians, accountants, and personnel officers. Many of these individuals serve on a rotational basis in the other three directorates including assignments overseas.

One option you should consider as a preparatory step to a CIA career is our Graduate Fellow Program. You would not apply for that program until you were accepted into a graduate school. Also, some colleges and universities sponsor Co-op Programs that involve internships in the Agency. I have enclosed flyers on both programs.

Because the Agency deals with highly sensitive information, applicants selected for processing must undergo a rigorous screening which includes a thorough background investigation. Grounds for immediate disqualification are illegal drug usage, a criminal record, or a lifestyle which could expose the applicant to coercion by persons seeking unauthorized access to sensitive information. If you are seriously interested in a career with us, you will be well advised to abstain from any association with illegal substances. Many an applicant who was otherwise superbly qualified for a promising career in the Agency has been rejected for drug use.

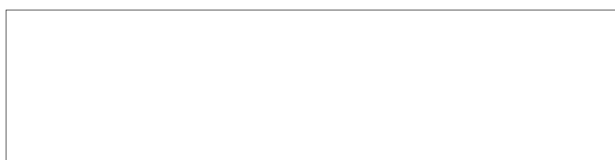
Two other prerequisites for admission to the Agency are good health and creditable academic performance or equivalent work experience.

Our personnel needs may change from month to month as positions are filled and others come open. We therefore cannot project with any reasonable accuracy what our needs will be three or four years hence. Our best advice to you is to select a field that appeals to you, achieve top grades, get an advanced degree if possible, and recontact us nine months before you will be available for employment. We will accept your application at that time and assess your qualifications against our personnel needs.

I wish to thank you for your interest in the Agency. I've enclosed a reading list of literature that provides information on the Agency's history and a variety of contrasting perspectives on its performance. I believe you will find this material informative as well as entertaining.

Wishing you the very best in your academic pursuits,

Sincerely yours



Deputy Director for Employment

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DA/OP/E [ ] (31 May 85)

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